



State of Indiana

Request for Proposal 15-008

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf of

Family & Social Services Administration

Solicitation For:

Evaluation of the Indiana Early Learning Pilot Grant Program

Response Due Date: September 26, 2014

Matthew Robinson, Sr. Account Manager
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W461
Indianapolis, Indiana 46204

SECTION ONE GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

In accordance with Indiana statute, including IC 5-22-9, the Indiana Department of Administration (IDOA), acting on behalf of the Family and Social Services Administration, requires the longitudinal evaluation of Indiana's Early Learning Pilot Grant Program. It is the intent of IDOA to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the IDOA website (<http://www.IN.gov/idoa/2354.htm>) for downloading. A nominal fee will be charged for providing hard copies. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

IAC	Indiana Administrative Code
IC	Indiana Code
ELAC	Early Learning Advisory Committee
Full Time Equivalent (FTE)	The State defines FTE as a measurement of an employee's productivity on a specific project or contract. One (1) FTE equals one (1) Indiana resident employee fully engaged in the execution of activities or services germane to the scope of work included in this solicitation and the resulting contract; forty (40) hours a week, fifty-two (52) weeks a year. (see section 3.2.4 for FTE details)
Implementation	The successful delivery and implementation of the products/services required by this solicitation at the Indiana Government Center as specified in the contract resulting from this RFP.
Installation	The delivery and physical setup of products or services requested in this RFP.
Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: (1) The judicial branch. (2) The legislative branch. (3) A political subdivision (includes towns, cities, local governments, etc.) (4) A state educational institution
Products	Tangible goods or manufactured items as specified in this RFP.
Proposal	An offer as defined in IC 5-22-2-17.
Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent who will be ultimately responsible for performance of the contract.
Services	Work to be performed as specified in this RFP.
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government.
Vendor	Any successful Respondent selected as a result of the procurement process to deliver the products or services requested by this RFP.

1.3 OVERVIEW

House Enrolled Act (“HEA”) 1004, signed into law by Governor Mike Pence on March 27, 2014, establishes a pilot program to provide grants to eligible children for qualified education services (the “Early Learning Pilot Grant Program” or the “Pilot Program”). The Pilot Program will be administered by the Office of the Secretary of Family and Social Services (“FSSA”) in five counties in Indiana: Allen, Jackson, Lake, Marion and Vanderburgh. The statute also includes the implementation of a longitudinal evaluation of the Pilot Program. Specifically, HEA 1004 provides the following with respect to the evaluation:

Sec. 12. (a) The office shall carry out a longitudinal study of students who participate in the pilot program to determine the achievement levels of those students in kindergarten and later grades. (b) The longitudinal study must include a comparison of test and assessment results in grade 3 of: (1) the eligible children who participated in the pilot program; and (2) a control group determined by the office that consists of children who did not participate in the pilot program.

The primary goal of the Pilot Program is to promote access to high quality Early Childhood Education (“ECE”) programs for low-income children. No less than \$11 million and no more than \$15 million will go towards the Pilot Program for families accessing high quality ECE programs. The Pilot Program is expected to start January 2015 and will continue until all funds are expended.

The five pilot counties will develop unique implementation plans to meet the local and individualized needs of families while staying within the parameters of the statute:

- Eligibility for children is limited to children ages four-years old as of August 1st.
- Eligibility for families is limited to families whose income is at or below 127% of the federal poverty level
- Eligible providers are: i) public schools (including charter schools) and child care facilities who meet Level 3 or 4 Paths to QUALITY™ and ii) accredited nonpublic schools. Paths to QUALITY™ is Indiana’s voluntary quality rating and improvement system.
- ECE providers must include a parent/family engagement component.

1.4 PURPOSE OF THE EVALUATION

The Pilot Program is a tremendous opportunity to improve school readiness outcomes for low-income Hoosier children. The evaluation of the Pilot Program will provide critical information to inform future policies that will affect early care and education in Indiana. It is anticipated that the evaluation will yield information about program implementation, access to and quality of ECE programs, child outcomes, parent engagement and other effects. The primary goals of the evaluation will focus on:

Child Outcomes - The first component of the evaluation is to evaluate the development and school readiness of children enrolled in the Pilot Program compared to non-participants. The intervention and non-intervention participants will be tracked through third grade to monitor outcomes and program impact.

Parent Engagement – The second component of the evaluation is to assess the program’s engagement of families in their child’s education and the families’ perception of engagement in their child’s education.

1.5 FSSA/ OFFICE OF EARLY CHILDHOOD AND OUT OF SCHOOL LEARNING

The mission of the FSSA Office of Early Childhood and Out of School Learning is to provide families with informed early care and learning and school age care choices that will aid their children’s health, safety, and success in school. The Office of Early Childhood and Out of School Learning, in cooperation with local and state partners, provides child care resource and referral information to assist families in selecting the highest quality of care and education. To accomplish this, FSSA/Office of Early Childhood and Out of School Learning manages programs that oversee the early childhood education and care and school age development of children. The services provided include the administration and oversight of child care voucher assistance for low-income families and quality improvement efforts to increase the availability of quality care and education for infants, toddlers, preschool, school-aged and children with special needs. The Office of Early Childhood and Out of School Learning partners with local and state agencies in the implementation and provision of quality improvement initiatives. FSSA is the state agency with responsibility and oversight for the monitoring of regulations for registered ministries, licensed child care centers, licensed child care homes and legally exempt providers receiving federal Child Care and Development Fund assistance.

The Office of Early Childhood and Out of School Learning administers a quality rating and improvement system (“QRIS”) named Paths to QUALITY™. Paths to QUALITY™ is a free resource to help parents make decisions regarding early care and education and to help early care and education programs improve the quality of education and care offered. Paths to QUALITY™ is a voluntary quality rating and improvement system. This system is the first and only early care and learning and school age care rating system in the state.

The Paths To QUALITY™ system identifies 4 levels of quality. Beginning at Level 1 - meeting basic health and safety standards - programs may progress to the highest level - Level 4, achieving national accreditation. Paths to QUALITY™ eligible programs include licensed child care centers, licensed family child care homes, and unlicensed registered ministries who have met voluntary certification standards. Additional information about Paths to QUALITY™ can be found at www.childcarefinder.in.gov and www.childcareindiana.org.

1.6 COMMUNICATION AND COLLABORATION

With the planning and logistical demands of the Pilot Program, we anticipate a high degree of collaboration between the evaluator, the Office of Early Childhood and Out of School Learning, the five pilot counties and the Early Learning Advisory Committee (“ELAC”). Extensive collaboration will be required during the planning and evaluation phases, including extensive data collection in the pilot counties. Proposals of this contract may include subcontracts, identified at time of application, with local entities that can assist with logistics and data collection for this project. There is an expectation that the evaluator will be available for periodic on-site meetings.

1.7 ALIGNMENT WITH OTHER EARLY CHILDHOOD EVALUATION EFFORTS

Indiana has several evaluation efforts underway that are focused on early childhood system initiatives, including the second phase of the evaluation of the Paths to QUALITY™ system and the Early Education Matching Grant program. The evaluator will be expected to collaborate with these existing efforts during both the planning and implementation phases of the evaluation in order to streamline data collection and work towards a collective goal of improving early childhood policy and practice in Indiana.

1.8 SCOPE OF WORK

The purpose of this RFP is to select a vendor(s) that can perform a longitudinal evaluation of Indiana’s Early Learning Pilot Grant Program. The Indiana State Legislature established the early education evaluation program to gather data concerning the school readiness of low income four year old children who will receive early education services in five pilot counties.

Expected applicant skills include:

- Knowledge about program evaluation for early childhood programs;
- Ability to interact and collaborate with communities, providers and state agencies;
- Ability to develop and implement program evaluation tools to effectively gather information about a variety of early learning development program activities at multiple sites throughout the state;
- Ability to gather, analyze, summarize and report both quantitative and qualitative data in a meaningful way;
- Ability to work with diverse groups and multiple groups at once;
- Ability to assist FSSA in reporting evaluation information to stakeholder groups including the Indiana legislature.

The evaluation of the Early Learning Pilot Grant Program will include the following key components:

1. Child Outcomes
2. Parent Engagement

1. Evaluation of Child Outcomes

The first component and primary focus of the evaluation is to evaluate the development and school readiness of children enrolled in the Pilot Program and to examine the impact of early learning on academic achievement through the third grade. This study is required under HEA1004 and requires a control group of children who do not participate in the Pilot Program.

Year 1: The evaluator will utilize the Kindergarten Readiness Assessment tool(s) recommended by ELAC and approved by the Indiana State Board of Education to complete a pre- and post-assessment of a stratified sample

of the children who participate in the pilot. The evaluator will also assess the teacher-child interaction in the classroom utilizing the Classroom Assessment Scoring System ("CLASS") (LaParo, Hamre, & Pianta, 2012; Pianta, Hamre, & LaParo, 2008)

Year 2: The evaluator will compile Kindergarten Entry Assessment data within 4-6 weeks of kindergarten starting for both the participants (sample) and non-participants (control group). The evaluator will also assess the social emotional skills of participants and non-participants utilizing a standardized instrument and the teacher-child interaction in the classroom utilizing CLASS.

Years 3 – 5: The evaluator will compile relevant data from the schools (academic, behavioral and attendance, including retention rates and recommendations and placements in special education) for both participants and non-participants. The evaluator will also assess the social emotional skills of participants and non-participants utilizing a standardized instrument and the teacher-child interaction in the classroom utilizing CLASS.

The deliverables for this component of the evaluation will include the following:

Status Updates- The evaluator will provide regular status updates to FSSA, the ELAC and the legislature as needed.

Methods and Measures Report- The evaluator will submit a detailed methods and methodology report prior to the implementation of the evaluation.

Reliability Report – The evaluator will report the reliability of the annually collected child assessment data.

Annual Child Outcomes Evaluation Report – The evaluator will compile the results of all assessment measures in a summary report.

Child Outcomes Evaluation Report - The evaluator will compile the results from the longitudinal study through third grade in a summary report.

2. Evaluation of Parent Engagement

The second component of the evaluation of the Pilot Program is to assess the program's engagement of families in their child's education and the families' perception of engagement in their child's education. The evaluator will also assess the relationship between parent engagement and child outcomes.

The deliverables for this component of the evaluation will include the following:

Methods and Measures Report- The evaluator will submit a detailed methods and methodology report prior to the implementation of the evaluation.

Parent Engagement Instrument – The evaluator will develop or utilize an existing measurement tool(s) to assess the parents' perception of their engagement.

Parent Involvement Assessment – The evaluator will develop or utilize an existing instrument for programs to use to track the type of parent engagement activities offered and how involved parents are in those activities.

Annual Parent Engagement Evaluation Report – The evaluator will compile the results in a summary report

3. Presentation of the Evaluation Data and Results

Throughout the evaluation process, the evaluator will be called upon to share both preliminary and summary information on the evaluation. FSSA requests the evaluator to be prepared to provide 2-3 presentations each year over the course of the evaluation for the following stakeholders:

Early Learning Advisory Committee
Governor's Office
The Indiana State Legislature
Other Stakeholder Committees and Workgroups

The State's budget for this work is approximately \$1,000,000 for the 6-year duration of the evaluation. The annual grant amounts will depend on the scope of activities addressed in the RFP. The State reserves the right to fund a portion of the proposed activities if necessary or beneficial. Respondents should respond to all requested services within this scope of work even if the total cost of all requested services exceed the budget cap. If the total cost proposal

exceeds the budgeted funds, the respondent should clearly prioritize activities so that the State can select the most important components of the proposed evaluation. Additionally, if the proposed costs exceed the budgeted cap, respondent must clearly detail a proposal for an evaluation that meets the statutory requirements while staying within the budget maximum.

1.9 RFP OUTLINE

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal
Section 3 – Proposal Evaluation Criteria	This sections discusses the evaluation criteria to be used to evaluate respondents' proposals
Attachment A	M/WBE Sub-Contractor Commitment Form
Attachment A1	IVBE Participation Plan Form
Attachment B	Sample Contract
Attachment C	Indiana Economic Impact Form
Attachment D	Business Proposal Template
Attachment E	Technical Proposal Template
Attachment F	Cost Proposal Template

1.10 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted via email to marobinson@idoa.in.gov using the Question and Answer Template provided in the supplementary attachments. Questions/Inquiries must be received by 3:00 p.m. Eastern Time on the date specified in Section 1.28 of this document.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website according to the RFP timetable established in Section 1.28. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the IDOA website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any FSSA staff member. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the IDOA website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.11 DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the Procurement Division no later than **3:00 p.m. Eastern Time** on the date specified in Section 1.28 of this document. **Each Respondent MUST submit one (1) printed hard-copy (labeled "Original") and one (1) electronic copy on CD-ROM (labeled "Original") of the proposal, including the Transmittal Letter and all other related documentation required by this RFP.** The CD labeled "Original" will be

considered the official response in evaluating responses for scoring and protest resolution. **The respondent's proposal response on this CD may be posted on the IDOA website, (<http://www.in.gov/idoa/2462.htm>) if recommended for selection.** Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Matthew Robinson
Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W478
Indianapolis, IN 46204

If you hand-deliver solicitation responses: To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 302 W. Washington St. (the eastern-most Washington St. entrance). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

If you ship or mail solicitation responses: United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at the Department of Administration's reception desk on or before the designated time and date. Late submissions will not be accepted. The Department of Administration, Procurement Division clock is the official time for all solicitation submissions.

Regardless of delivery method, all proposal packages must be sealed and clearly marked with the RFP number, due date, and time due. IDOA will not accept any unsealed bids. **Any proposal received by the Department of Administration, Procurement Division after the due date and time will not be considered.** Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

All proposals submitted to the State should be double-sided and printed on 30% post-consumer recycled content paper or tree-free paper. When possible, soy ink should be used.

1.12 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on the date specified in Section 1.28 of this document. At this conference, potential respondents may ask questions about the RFP and the RFP process. **Respondents are reminded that no answers issued verbally at the conference are binding on the State and any information provided at the conference, unless it is later issued in writing, also is not binding on the State.**

1.13 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format described in Section 1.6 and clearly identified as a modification.

The Respondent's authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

1.14 PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Please refer to the Cost Proposal sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

Please refer to the Cost Proposal sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

1.15 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in the supplemental attachments. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to reject any of these requested changes. It is the State's expectation that any material elements of the contract will be substantially finalized prior to contract award.

1.16 BEST AND FINAL OFFER

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFP.

1.17 REFERENCE SITE VISITS

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required will be discussed in the technical proposal.

1.18 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP.

The term of the contract shall be for a period of six (6) years commencing on November 1, 2014 (or from the date of final State approval) and terminating on June 30, 2020.

1.19 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the Transmittal Letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Prices are not confidential information.

1.20 TAXES

Proposals should not include any tax from which the State is exempt.

1.21 PROCUREMENT DIVISION REGISTRATION

In order to receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response. Respondents should go to: www.in.gov/idoa/2464.htm.

1.22 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

1.23 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to set off such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

1.24 EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5, it has been determined that there is a reasonable expectation of minority and woman business enterprises subcontracting opportunities on a contract awarded under this RFP. Therefore a contract goal of 8% for Minority Business Enterprises and 8% for Woman Business Enterprises have been established and all respondents will be expected to comply with the regulation set forth in 25 IAC 5.

Failure to meet these requirements will affect the evaluation of your proposal.

1.25 MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR COMMITMENT

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a MWBE Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>. If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. **Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Cost Proposal Template.**

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a subcontractor commitment to meet established goals as referenced in this solicitation.

Prime Contractors must ensure that the proposed M/WBE subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- Each firm may only serve as once classification – MBE, WBE, or IVBE (see Section 1.22).
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>.
- Must be used to provide the goods or services specific to the contract.
- National Corporate Diversity Plans are generally not acceptable.

MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount subcontract amount as a percentage of the **"TOTAL BID AMOUNT"**, a description of products and/or services to be provided on this project and approximate date the subcontractor will perform work on this contract. The MWBE Subcontractor Commitment Form is to be submitted alongside the respondent's proposal. **The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.**

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or mwbe@idoa.in.gov.

1.26 INDIANA VETERANS BUSINESS ENTERPRISE SUBCONTRACTOR COMMITMENT

In accordance with Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of Indiana Veterans Business Enterprises subcontracting opportunities on a contract awarded under this RFP. Therefore, a contract goal of 3% for Indiana Veterans Business Enterprises has been established. The IVBE Subcontractor Commitment Form is to be submitted alongside the respondent's proposal. The Form must show that they are participating in the proposed contract and IVBE firms that meet the requirements listed at the Veteran's Business Program website (<http://www.in.gov/idoa/2862.htm>). If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in **"TOTAL BID AMOUNT"** should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVBE Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVBE subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VetBiz registry, on or before the proposal due date
- Must qualify as a Buy Indiana Business under designation 1, on or before the proposal due date. See section 2.7 for more information
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVBE
- A Prime Contractor who is an IVBE must meet subcontractor goals by using other IVBE qualified firms. Qualified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.
- Must provide goods or service only in the industry area for which it is certified as listed in the VetBiz directory <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

INDIANA VETERAN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVBE must accompany the IVBE Subcontractor Commitment Form. The signed letter(s) and the IVBE Subcontractor Commitment Form are to be submitted alongside the respondent's proposal. Each letter shall state and will serve as acknowledgement from the IVBE of its subcontract amount, subcontract amount as a percentage of the **"TOTAL BID AMOUNT"**, a description of products and/or services to be provided on this project, approximate date the subcontractor will perform work on this contract and (enter a way of stating/showing their principal place of business is in Indiana). The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the **"TOTAL BID AMOUNT"** and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the policies and processes involving the State's IVBE Program. Questions involving the regulations governing the IVBE Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.

1.27 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.28 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Key RFP Dates

Activity	Date
Issue of RFP	August 12, 2014
Pre-Proposal Conference	August 19, 2014
Deadline to Submit Written Questions	August 20, 2014
Response to Written Questions/RFP Amendments	August 25, 2014
Submission of Proposals	September 26, 2014

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.
- The electronic copies of the proposal submitted via CD-ROM should be organized to mirror the sections below and the attachments.
- Each item, i.e. Transmittal Letter, Business Proposal, Technical Proposal, Cost Proposal, etc, must be separate stand alone electronic files on the CD-ROM. Please do not submit your proposal as one large file.
- Whenever possible, please submit all attachments in their original format.
- Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM.

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

2.2.1 Agreement with Requirement in listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

2.2.2 Summary of Ability and Desire to Supply the Required Products or Services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this RFP. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFP including, but not limited to, the State's mandatory contract clauses.

2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

2.2.4 Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor addresses.

2.2.5 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as “optional.” The Business Proposal Template is located in the supplemental attachments.

2.3.1 General (optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFP.

2.3.2 Respondent’s Company Structure

The legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

2.3.3 Company Financial Information

This section must include the Respondent’s financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent’s financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

The Sarbanes Oxley Act of 2002, H.R. 3763, is NOT directly applicable to this procurement; however, its goals and objectives may be used as a guide in the determination of corporate responsibility for financial reports.

2.3.5 Contract Terms/Clauses

A sample contract that the state expects to execute with the successful Respondent(s) is provided in Attachment B. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State’s expectation that the final contract will be substantially similar to the sample contract provided in Attachment B.

In your Transmittal Letter please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms please include them in this section. To reiterate it’s the State’s strong desire to not deviate from the contract provided in the attachment and as such the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Duties of Contractor, Rate of Pay, and Term of Contract
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Provision and Certification
- Employment Eligibility
- Funding Cancellation
- Governing Laws
- Indemnification
- Information Technology
- Non-Discrimination Clause
- Ownership of Documents and Materials
- Payments
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

Any or all portions of this RFP and any or all portions of the Respondents response may be incorporated as part of the final contract

2.3.6 References

The Respondent must include a list of at least **Three (3)** clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. In addition, the Respondent should provide all certifications that proposed project team members hold in any of the third-party tools listed within the Technical Proposal. If the Respondent has had previous contracts with the State, it is required that the State be listed as one of the references. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

2.3.7 Registration to do Business

Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

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Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder. Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

2.3.8 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

2.3.9 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP, and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 1.21 and MWBE Sub-contractor commitment Form for Minority and Women Business information.

2.3.10 General Information

Each Respondent must enter your company's general information including contact information.

2.3.11 Experience Serving State Governments

Each Respondent is asked to please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts.

2.3.12 Experience Serving Similar Clients

Each Respondent is asked to please describe your company's experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

2.3.13 Indiana Preferences

Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent's ability to claim eligibility for Buy Indiana points. **Respondent must clearly indicate which preference they intend to claim. Additionally, the Respondent's Buy Indiana status must be finalized when the RFP response is submitted to the State.**

Buy Indiana

Refer to Section 2.7 for additional information.

2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as outlined in the Technical Proposal Template. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State. Please submit your organization's response using the Technical Proposal Template provided in the supplemental attachments.

Project Abstract

Provide a one page project abstract of your evaluation plan for the Pilot Program.

Project Plan and Timeline

Complete a project plan and timeline that outlines each component of the evaluation plan. The project plan should distinguish between the Planning Phase, Implementation Phase and Summary Phase.

1. Evaluation of Child Outcomes

1.1 Research Questions

Identify and explain the research questions that this section of the evaluation will address.

1.2 Child Assessment Measures

Explain how you will administer the assessment tools, both required and recommended, for each year of the evaluation as stated in the Scope of Work in the RFP. Discuss how you will obtain parental consent. Identify the process(s) that will be used to ensure fidelity and validity for the instruments.

1.3 Evaluation Sample Selection

Identify your recommended sample size for the control group and participant group. Explain how you determined this sample size and the stratification methodology that you will utilize. Discuss how this sample size will provide statistically significant results and control for attrition over time. Explain how you will select the control group and ensure that they are matched with appropriate demographics as the participants. Explain how will you control for other variables, including family income, family structure, and past early childhood experiences. Explain how you will accommodate either the maintenance of the populations in the pilot counties or allow for differences across the counties. Describe what steps will be taken to communicate with the sample size over time to ensure appropriate participation.

1.4 Data Collection

Explain how the data will be collected each year. Identify who will be responsible for the collection of data. Explain how you will communicate with the programs, schools and other partners to manage the data collection process. Describe what steps will be taken to ensure that the atmosphere maximizes the comfort of the child with having a "stranger" complete the child assessment(s) and also maximize the validity of the assessment(s)? Describe what steps will be taken to have continuity of evaluation staff to administer the pre and post-assessment(s) on the same children. Explain your plan for including data about early childhood program characteristics that can serve as control variables, such as class size, and adult-child ratio, quality of classroom environment and instruction, hours per day, funding per child, teacher's education, preparation, and years of experience, and curriculum. Explain the demographic data that you will collect about the children and their families.

1.5 Data Analysis

Explain how the data will be compiled and analyzed annually. Explain how the different assessments and other variables will be used to inform child outcomes.

2. Evaluation of Parent Engagement

2.1 Research Questions

Identify and explain the research questions that this section of the evaluation will address.

2.2 Program Engagement of Parents

Identify the measurement tool(s) that you will use to assess the type of parent engagement activities provided and participation levels of parents. Discuss how you intend on categorizing family engagement activities to get more nuanced findings.

2.3 Parents' Perception of Engagement

Identify the measurement tool(s) that you will use to annually assess parents' perception of engagement in their child's education. Explain how you intend to collect a broad, representative sample of parents to complete the assessment.

2.4 Data Collection

Explain how the data will be collected from the assessment tools. Identify who will be responsible for the collection of data.

2.5 Data Analysis

Explain how the data will be compiled and analyzed annually. Explain how the parent engagement data will be used to inform child outcomes.

3. Presentations and Reports

3.1 Development of Presentation

Explain the plan for developing 2-3 presentations per year for different audiences, including policy makers. Describe your experience in presenting to similar audiences and explaining evaluation information to different stakeholders.

3.2 Development of Reports

For each component of the evaluation, a report is needed to summarize the data collected and analyzed annually. Explain your plan for presenting the data in a summative report that is user-friendly for varied audiences and stakeholder groups. Describe your experience in presenting to similar audiences and explaining evaluation information to different stakeholders. Explain how you will communicate with the state on an ongoing basis to provide updated information.

4. Organizational Background Information

4.1 Assigned Project Staff

Describe the staff that will be involved in this project. Explain the role of various staff that will be involved in the evaluation. Explain their education and experience, including specific credentials relevant to the assessment tools, to participate in this project. If new staff will be hired for this project, explain your recruitment plans. Describe the capacity that the organization has to meet the project requirements and timelines, including past history of conducting evaluations of a similar scope and nature. Address any training of staff and data collectors that will be necessary to administer the instruments. Include copies of resumes of known evaluation staff.

2.5 COST PROPOSAL

For the purposes of this RFP, please use the provided Cost Proposal Template. The Cost Proposal Template is located in the supplemental attachments. **Your response should include a completed Cost Proposal Template, along with a narrative describing the unit costs for each component of the evaluation. The expenditures must clearly reflect activities that will be provided. Describe how the costs are reasonable in relation to the objectives and requested services.**

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

2.6 INDIANA ECONOMIC IMPACT

All companies desiring to do business with state agencies must complete an Indiana Economic Impact Form (please see supplemental attachments). The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state. The amount entered in Line 16 "Total amount of this proposal, bid, or current contract" should match the amount entered in the Cost Proposal Template.

2.7 BUY INDIANA INITIATIVE/INDIANA COMPANY

It is the Respondent's responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA, go to <http://www.in.gov/idoa/2464.htm> and click on the link to update this registration. Click the tab titled Buy Indiana. Select the appropriate category for your business. Respondents may only select one category. Certify this selection by clicking the check box next to the certification paragraph. Once this is complete, save your selection and exit your account.

Respondents that have not previously registered with IDOA must go to <http://www.in.gov/idoa/2464.htm> and click on the link to register. During the registration process, follow the steps outlined in the paragraph above to certify your business' status. The registration process should be complete at the time of proposal submission.

Respondent must clearly indicate which preference they intend to claim in the Business Proposal, (please see supplemental attachments). **Additionally, the Respondent's Buy Indiana status must be finalized when the RFP response is submitted to the State.**

Defining an Indiana Business:

"Indiana business" refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.

Respondents claiming this status must indicate which of the provisions above qualifies them as an Indiana business. They must also fully complete the Indiana Economic Impact Form and include it with their response.

The following is the policy concerning items 4 & 5 described below. Appropriate documentation must be provided with your proposal response supporting either claim made below:

- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

Substantial Capital Investment:

Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

Substantial Indiana Economic Impact:

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under category #5. If a Respondent needs assistance in determining if its business qualifies under this criterion, please send an email inquiry to buyindianainvest@idoa.in.gov and you will receive a response within forty-eight (48) hours. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Commissioner of IDOA or his designee will, in the exercise of his sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 If technical proposals are close to equal, greater weight may be given to price.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by IDOA and FSSA for further action, such as contract negotiations. If, however, IDOA and FSSA decide that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, IDOA may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100). Negative points may be assigned in the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met. For further information, please reference Section 3.2.3 below. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	40
3. Cost (Cost Proposal)	20
4. Indiana Economic Impact	5
5. Buy Indiana	10
6. Minority (10) and Women Business (10) Subcontractor Commitment	20 (2 bonus points are available if certain criteria is met)
7. Indiana Veteran Business Enterprise (IVBE) Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.7)
Total	100 (103 if bonus awarded)

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 60 points with a potential of 5 bonus points if certain criteria are met. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc focused on cost and other proposal elements. Step 2 may include a second “short list”.

Step 3

The short-listed proposals will then be evaluated based on all the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the technical or cost proposal for the short listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

- 3.2.1 Adherence to Requirements – Pass/Fail
Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

The following 2 categories cannot exceed 60 points.

- 3.2.2 Management Assessment/Quality - **40** points
- 3.2.3 Price – **20** points available

In conjunction with the review and evaluation of proposals, the Cost Proposal will be evaluated for adherence to the mandatory form and content requirements. If a Cost Proposal does not meet all the mandatory form and content requirements, it may be rejected as non-responsive to the RFP.

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 20 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Respondent's Proposal}) \times 20$$

- 3.2.4 Indiana Economic Impact (5 points)

See Section 2.6 for additional information.

The total number of full time equivalent (FTE – please see Section 1.2 for a definition of FTE’s) Indiana resident employees for the Respondent’s proposal, to execute the scope of work proposed in this RFP, (prime contractor and subcontractors) will be used to evaluate the Respondent’s Indiana Economic Impact. Points will be awarded based on a graduated scale. The Respondent with the most Indiana FTEs will be awarded 5 points. Points will then be awarded to the remaining Respondents proportionately. Please see Attachment C, Indiana Economic Impact Form, for more detailed instructions.

- 3.2.5 Buy Indiana Initiative – 10 points

Respondents qualifying as an Indiana Company as defined in Section 2.7 will receive 10 points in this category.

3.2.6 Minority (10 points) & Women's Business (10 points) Subcontractor Commitment - (20 points).

The following formula will be used to determine points to be awarded based on the MBE and WBE goals listed in Section 1.20 of this RFP. Scoring is conducted based on an assigned 20-point, plus possible 2 bonus-points, scale (MBE: Possible 10 points + 1 bonus point, WBE: Possible 10 points + 1 bonus Point). Points are assigned for respective MBE participation and WBE participation based upon the BAFO meeting or exceeding the established goals.

If the respondent's commitment percentage is less than the established MBE or WBE goal, the maximum points achieved will be awarded according to the following schedule:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	1.25	2.50	3.75	5.00	6.25	7.50	8.75	10.00

NOTE: Fractional percentages will be rounded up or down to the nearest whole percentage. (e.g. 7.49% will be rounded down to 7% = 8.75 pts., 7.50% will be rounded up to 8% = 10.00 pts.)

If the respondent's commitment percentage is 0% for MBE or WBE participation, a deduction of 1 point will be discounted on the respective MBE or WBE score.

The respondent with the greatest applicable CUF participation which exceeds the stated goal for the respective MBE or WBE category will be awarded 11 points (10 points plus 1 bonus point). In cases where there is a tie for the greatest applicable CUF participation and both firms exceed the goal for the respective MBE/WBE category both firms will receive 11 points.

3.2.7 Indiana Veteran Business Enterprise Subcontractor Commitment - (5 points).

The following formula will be used to determine points to be awarded based on the IVBE goal listed in Section 1.22 of this RFP. Scoring is conducted based on an assigned 5-point, plus possible 1 bonus-point, scale. Points are assigned for IVBE participation based upon the BAFO meeting or exceeding the established goals.

If the respondent's commitment percentage is less than the established IVBE goal, the maximum points achieved will be awarded according to the following schedule:

%	0%	0.6%	1.2%	1.8%	2.4%	3%
Pts.	-1	1	2	3	4	5

NOTE: Fractional points will be awarded based upon a graduated scale between whole points. (e.g. a 0.3% commitment will receive .5 points and a 1.5% commitment will receive 2.5 points)

If the respondent's commitment percentage is 0% for IVBE participation, a deduction of 1 point will be assessed.

The respondent with the greatest applicable CUF participation which exceeds the stated goal for the IVBE category will be awarded 6 points (5 points plus 1 bonus point). In cases where there is a tie for the greatest applicable CUF participation and both firms exceed the goal for the IVBE category both firms will receive 6 points.

The Commissioner of IDOA or their designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

